



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

VOLUME 5: NURSING SERVICES	Effective Date: 02/2019
CHAPTER 19	Revision Date:
5.19.1 NURSING CIVIL SERVICE STAFF ONBOARDING POLICY	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. POLICY

California Correctional Health Care Services (CCHCS) shall provide all newly hired civil service Registered Nurses (RN), Licensed Vocational Nurses (LVN), Psychiatric Technicians (PT), Certified Nursing Assistants (CNA), Office Technicians (OT), and Medical Assistants (MA), who provide clinical and/or support services in California Department of Corrections and Rehabilitation (CDCR) institutions with orientation and training (Nursing Civil Service Staff Onboarding) that is relevant to the job duties for each classification.

An abbreviated onboarding plan shall be developed for CDCR civil service nursing staff covered under this policy who are transferring from another CDCR institution that takes into account the onboarding, clinical competency, and professional performance evaluations conducted and the training provided for that staff at another institution.

Nothing in this policy shall be construed as altering existing laws and regulations governing nursing staff scope of practice, probationary periods in civil service, or the provisions of any applicable bargaining unit contract.

II. PURPOSE

To establish a comprehensive and standardized nursing civil service staff onboarding process that:

- Promotes consistency and standardization among all institutions statewide regarding minimum onboarding expectations for new civil service nursing staff employees.
- Supports civil service nursing staff with relevant orientation and training by experienced subject matter experts during the probationary period.
- Facilitates adherence with applicable scopes of practice, standards of practice, and CDCR/CCHCS standards.
- Promotes job satisfaction while enhancing nursing staff effectiveness and efficiency.

III. APPLICABILITY

This policy applies to all newly hired or transferring civil service nursing staff who are employed by CDCR who are performing services within or for CDCR institutions.

IV. RESPONSIBILITY

The Statewide Chief Nurse Executive (CNE) is responsible for statewide planning, implementation, and evaluation of this policy. Regional CNEs are responsible for the implementation of this policy at the subset of institutions within an assigned region. Institutional CNEs are responsible for the local implementation of this policy.

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V. REFERENCES

- California Code of Regulations, Title 15, Division 3, Chapter 1, Subchapter 5, Article 4, Section 3435, In-Service Training
- California Code of Regulations, Title 22, Division 5, Licensing and Certification of Health Facilities, Home Health Agencies, Clinics and Referral Agencies
- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 3, Article 18, General Training
- California Correctional Health Care Services, Inmate Medical Services Policy and Procedures, Volume 5, Chapter 1.1, Nursing Services Leadership Policy
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 5, Chapter 4, Nursing Competency Program Policy and Procedure
- American Nurses Association, *Standards of Nursing Practice in Correctional Facilities*, Kansas City, Mo., 1985
- American Nurses Association, *Correctional Nursing: Scope and Standards of Practice*, 2nd ed. Silver Spring, MD., 2013